

**BY ORDER OF THE COMMANDER
934TH AIRLIFT WING**

934th AIRLIFT WING INSTRUCTION 24-102

1 APRIL 2015

Transportation

**PASSENGER MOVEMENT-SPACE
AVAILABLE PROGRAM**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFRPD 24-1, *Personnel Movement*. It establishes policy and procedures for passenger processing, and provides uniformity, standardization, and guidance for orderly and efficient space-available passenger travel operations. This instruction applies to all base, wing, tenant personnel as well as all eligible space-available passengers as specified in Department of Defense (DoD) 4515.13-R, *Air Transportation Eligibility*. Refer any recommended changes to this publication directly to the Office of Primary Responsibility (OPR) at the 934 LRS/LGRDD, Minneapolis-St. Paul IAP ARS, MN using the AF Form 847, *Recommendation for Change of Publication*. Official records created as a result of this publication shall be maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.mv.af.mil/gcss-af61a/afirms/afirms/rds/rds> series.cfm.

SUMMARY OF CHANGES

The publications has been changed to reflect the new implementing DoD policy updates on Space-Available Dependant travel, as well as the increased security requirements put forth by AFI 24-101, *Passenger Movement* and AMCI 24-101 V14, *Military Airlift Passenger Service*.

1. Definitions.

1.1. Space-Available Program. Space-available travel is a privilege (not an entitlement) that accrues to uniformed service members as an avenue of respite from the rigors of Uniformed Service duty and is a byproduct of DoD primary missions. Retired uniformed service members are given the privilege in recognition of a rigorous duty career and because they are eligible for recall to active duty. The underlying criteria for extending the privilege to other categories of passengers is their support to the mission being performed by uniformed service members and to the enhancement of active duty service members' quality of life.

1.2. Space-Available Travel. Is defined as "travel allowing authorized passengers to occupy DoD aircraft seats that are surplus after all space-required passengers [and cargo] have been accommodated." Space-available travel is allowed on a non-mission interference basis only. DoD aircraft shall not be scheduled to accommodate space-available passengers. No (or negligible) additional funds shall be expended and no additional flying hours shall be scheduled to support this program. In order to maintain the equity and integrity of the space-available systems, seats may not be reserved or "blocked" for use at en route stops along mission routes.

1.3. Space-Required Traffic. "Mission Essential Traffic" as identified in DoD 4515.13R, *Air Transportation Eligibility*.

1.4. Space-Required Passengers. For the purpose of this instruction include, but are not limited to; shuttle flight passengers, orientation flight passengers, public affair flight passengers, deployment passengers, exercise/training passengers, and all other mission-related passengers.

1.5. Space-Available Passenger Eligibility. Space-A passenger eligibility will be determined IAW DoD 4515.13R, *Air Transportation Eligibility* and the Foreign Clearance Guide. Space-available travelers may not use their privilege for personal gain or in connection with business enterprises or employment.

2. Responsibilities.

2.1. Installation Commander.

2.1.1. Will establish procedures (this instruction) to ensure excess seats on departing aircraft are offered to eligible space-available travelers.

2.1.2. Will ensure procedures are established for maintaining space-available registers (when applicable) and accepting requests from eligible travelers via automated and manual means (mail, fax, etc).

2.1.3. Is the approving authority for upgrading space-available passengers to the bottom of category I for leave under emergency conditions (unfunded) or extreme humanitarian reasons when the facts (Red Cross verification, unit commander's memo) provided, fully support such an exception. This may be delegated (in writing) to the chief of the passenger service center or there equivalent.

2.1.4. Will provide sufficient space and utilities within government facilities to establish and operate the space-available passenger program.

2.1.5. Will provide adequate funding and qualified personnel to manage and operate the space-available passenger program.

2.2. Mission Support Group Commander.

2.2.1. Will review and certify this instruction.

2.2.2. Will advocate funded and unfunded requirements (facilities, equipment, training, etc) to operate and maintain the space-available passenger program.

2.3. Security Forces Commander.

2.3.1. Will respond with appropriate security personnel for all disorderly/belligerent passengers.

2.3.2. Will provide escort of passengers whom have declared weapons/ammunition from the gate to the SFS weapons vault if passenger(s) (PAX) arrival is greater than two hours prior to departure. Will also provide escort from SFS vault to terminal for PAX traveling with weapons.

2.3.3. Will provide handheld radio to LGRD PAX representative during PAX processing. Radio will be capable of sending a duress alarm in the event of a passenger emergency/incident.

2.4. Operations Group Commander.

2.4.1. In conjunction with 934 MXG, the 934 OG develops and publishes a monthly flying schedule IAW applicable guidance that is accessible to base agencies that need the information to implement this instruction. The schedule provides the dates, planned departure times and itinerary of each scheduled mission. The weekly OG/MXG scheduling meeting provides updates and will determine if Space-A seats are applicable for each off-station mission. 934 OG Current Operations (DOO) section is the unit point of contact for all off-station mission information.

2.4.2. Number of space-available seats allowed.

NOTE: The number of space-available seats will be 10 unless otherwise indicated on the monthly flight schedule.

NOTE: Passenger show time will be two hours prior to the scheduled departure unless otherwise indicated on the monthly space-available flight schedule.

2.4.3. 934 OSS Airfield Management (OSA) maintains a space-available information telephone recording, with current flight schedules.

2.4.3.1. The following information may be given out in excess of 72 hours prior to flight arrival or departure: By telephone, recorder, e-mail, fax, in-person, or mail: number of scheduled departures by destination with no specific dates, and expected seats available.

2.4.3.2. Flight arrival/departure information within 24 hours of flight arrival or departure: By military access only websites, telephone, recorder, e-mail, fax, or mail: date, passenger show time, destination(s), and expected seats available.

2.5. Passenger Service Office (LGRDAP).

2.5.1. Will determine eligibility for potential space-available passengers.

2.5.2. Will comply with AFI guidance to ensure passengers are vetted through TSA ESecure system. This will prevent PAX on a Transportation Security Administration (TSA) 'No Fly' list from boarding on Space-A flights.

2.5.3. Will review space available passenger travel requests and register all eligible, properly documented space-available passengers. Registered passengers will be removed from the space-available register after remaining on the list for 60 days or when the travel authorization expires, whichever occurs first. Passengers removed from the register will be allowed to sign up again with a new date/time of sign-up. Once a passenger departs a station their record shall be purged. They will need a new date/time of sign up prior to future travel.

2.5.4. Will conduct space-available passenger roll call as required. See chapter 7 below.

2.5.5. Will manifest space-available passengers for travel aboard DoD aircraft utilizing automated Cargo Movement Operations System (CMOS) manifesting procedures. (DD Form 2131, *Passenger Manifest* may be used as back-up to CMOS manifest in the event of downed automation)

2.5.6. Will maintain a copy of the current listing of "Withdrawn Space-Available Air Travel Privileges" messages.

2.5.7. Will track and document the number of manifested space-available passengers each month. At a minimum this report will include the following:

2.5.7.1. Date of Flight.

2.5.7.2. Destination.

2.5.7.3. Mission Number.

2.5.7.4. Call Sign.

2.5.7.5. Aircraft Type.

2.5.7.6. Tail Number.

2.5.7.7. Type and number of passengers.

2.5.7.7.1. Number of Active Duty.

2.5.7.7.2. Number of Dependents.

2.5.7.7.3. Number of Retirees.

2.5.7.7.4. Number of Civilians.

2.5.7.7.5. Number of Guard/Reserve.

3. Space-Available Program General Information.

3.1. Passengers are authorized two pieces of checked baggage not to exceed 62 linear inches and a combined weight of 140 pounds of baggage (not to exceed 70 pounds per bag). Family members may pool their baggage allowances.

3.2. Space-available travelers may be removed at any station for duty passengers, patients, cargo, hazardous material, mission change, etc. There is also a possibility of the aircraft being diverted for a different mission.

3.3. Reservations will not be made for any space-available passenger. Travel opportunity will be afforded on an equitable basis to officers, enlisted personnel, civilian employees, and accompanying dependents without regard to rank, grade, military or civilian, or branch of uniformed service.

3.4. Potential space-available travelers must contact the Passenger Service Section (LGRDAP) 24 hours prior to the scheduled flight to mark themselves present for travel; sponsors also confirm with the PAX section, the number of space-available travelers and dependents that will be present at roll call. Any passenger that reports ready for travel within the 24 hour period may request a waiver if seats are still available. Requests to waive the 24 hour period may be made to the Wing Transportation Officer.

3.5. There is no guaranteed space for any traveler. The DoD is not obligated to continue an individual's travel or return him or her to point of origin, or any other point. Travelers shall have sufficient personal funds to pay for commercial transportation to return to their residence or duty station if space-available transportation is not available or is terminated. Travelers must be prepared for this to occur, and have a back-up plan. It is not the responsibility of the 934th Airlift Wing to make arrangements for space-available travelers.

3.6. The aircrew is responsible for passenger safety while aboard the aircraft during all phases of flight. They are not responsible for space-available passengers after they arrive at their destination. Passengers are encouraged to arrange for ground transportation and hotel rooms prior to departing. Some destinations are not equipped to handle passengers or provide passenger support such as rental cars or baggage handling.

3.7. Meals are not provided for space-available passengers. Passengers may bring a sack lunch.

3.8. Space-available travelers are required to show up two hours prior to scheduled departure. All passengers must be travel-ready.

3.9. Space-available travelers must park vehicles remaining overnight in long term parking and register with Security Forces if planning to park for more than 72 hours, or will not return on the same day as travel

4. Space-Available Categories.

4.1. There are six categories of eligible space-available travelers.

4.1.1. Category 1-Emergency Leave. Unfunded travel transportation by the most expeditious routing for bona fide immediate family emergencies. When applicable, the following personnel are authorized to fly in category 1 status:

4.1.1.1. Uniformed services members with emergency status indicated on leave orders.

4.1.1.2. U.S. citizen civilians stationed overseas and employees of the uniformed services/non-appropriated fund activities.

4.1.1.3. Dependents of member of the uniformed services when accompanied by their sponsor.

4.1.1.4. Non-command sponsored dependents of member of the uniformed services, residing overseas with the sponsor, one-way to the emergency destination.

- 4.1.1.5. Dependents, command sponsored of:
 - 4.1.1.5.1. U.S. citizen civilian employees of the uniformed service.
 - 4.1.1.5.2. U.S. citizen civilian paid by the Non-Appropriated Funds (NAF) stationed overseas.
 - 4.1.1.5.3. American Red Cross full-time paid personnel serving with a DoD component overseas.
- 4.1.2. Category 2 - Sponsors in an Environmental Morale Leave (EML) status and their dependents traveling with them, also in EML status. "Sponsors" includes:
 - 4.1.2.1. Uniformed Services Members.
 - 4.1.2.2. U.S. citizen civilian employees of the Army Forces who are eligible for government-funded transportation to the United States at tour completion (including NAF employees).
 - 4.1.2.3. American Red Cross full-time, paid personnel on duty with DoD Component overseas.
 - 4.1.2.4. United Service Organizations (USO) professional staff personnel on duty with the uniformed services.
 - 4.1.2.5. DODDS Teachers during the school year and for employer-approved training during recess periods.
- 4.1.3. Category 3 – Ordinary Leave, House Hunting Permissive Temporary Duty (TDY), Medal of Honor Holders, Foreign Military, and other.
 - 4.1.3.1. Uniformed service members in a leave or pass status.
 - 4.1.3.2. Reserve components on active duty, in leave or pass status.
 - 4.1.3.3. Dependents of a member of the uniformed services when accompanied by their sponsor in a leave status.
 - 4.1.3.4. Uniformed services members traveling under permissive TDY orders for house hunting incident to a pending Permanent Change of Station. One dependent may accompany a uniformed services member.
 - 4.1.3.5. Medal of Honor recipients and their dependents when accompanied by their sponsor.
 - 4.1.3.6. Foreign cadets and midshipmen attending U.S. Service academies, in a leave status.
 - 4.1.3.7. Dependents of foreign exchange service members on permanent duty with the DoD when accompanied by their sponsor.
 - 4.1.3.8. Dependents of a member of the uniformed services unaccompanied by their sponsor, when sponsor is on TDY orders for more than 365 consecutive days. Traveler must have copy of TDY orders for their sponsor, as well as signed letter from sponsor's commander verifying sponsors TDY orders. Letter must specify name, relationship to sponsor, and Social Security Number (SSN) of dependant(s) traveler(s).

4.1.4. Category 4 – Unaccompanied dependents on EML and Department of Defense Dependents Schools (DODDS) teachers on EML during summer.

4.1.4.1. Dependents traveling under the EML program, unaccompanied by their sponsor.

4.1.4.2. DODDS teachers of dependents accompanied or unaccompanied traveling under the EML Program.

4.1.4.3. Dependents of a member of the uniformed services unaccompanied by their sponsor, when sponsor is on TDY orders for 120 - 365 consecutive days. Traveler must have copy of TDY orders for their sponsor, as well as signed letter from sponsor's commander verifying sponsors TDY orders. Letter must specify name, relationship to sponsor, and SSN of dependant(s) traveler(s).

4.1.5. Category 5 – Permissive TDY (non-house hunting) Students, Command Sponsored Dependents.

4.1.5.1. Dependents (children) 18-23 years of age who are college students attending in residence at an overseas branch of an American (U.S) university located in the same overseas area in which they reside, command sponsored, stationed overseas with their sponsor.

4.1.5.2. Command-sponsored dependents stationed overseas with their sponsor are permitted to travel unaccompanied to and from the nearest overseas military academy testing site to take scheduled entrance examinations for entry into any of the U.S. service academies.

4.1.5.3. Command-sponsored dependents of uniformed service members accompanied or unaccompanied who are stationed overseas.

4.1.6. Category 6 – Retired, Dependents, Reserve, Reserve Officer Training Corp (ROTC)

4.1.6.1. Retired uniformed services members.

4.1.6.2. Dependents of retired uniformed service members, when accompanied by their sponsor.

4.1.6.3. Dependents, command sponsored, stationed overseas with their sponsor are permitted unaccompanied travel to the U.S. for enlisting in one of the armed forces when local enlistment in the overseas area is not authorized. If an applicant for military service is rejected, return travel to the overseas area may be provided under this eligibility.

4.1.6.4. National Guard/Reserve component members and authorized reserve component members entitled to retired pay at age 60 (gray area retirees) has limited space-available travel.

4.1.6.5. Newly commissioned ROTC officers who are awaiting call to extended active duty.

4.2. In general terms, retired personnel may travel to Continental United States (CONUS) and overseas destinations with their dependents. Guard/reserve personnel are restricted to

CONUS destinations to include Alaska, Hawaii, Guam, the U.S. Virgin Islands, Puerto Rico, and American Samoa. Spouses and dependents of guard/reserve personnel are not eligible for travel privileges. Retired guard/reserve personnel are restricted to CONUS destinations until age 60. At age 60 full retirement privileges are granted.

NOTE: 100 percent disabled veterans and widows/widowers of active duty/retired military personnel do not have space-available travel privileges at this time.

5. Travel Documentation Requirements.

5.1. The following summarizes space-available travel documentation requirements. These documents must be available for review when selected for travel:

5.1.1. Active Duty Uniformed Service Member (includes National Guard and Reserve members on active duty in excess of 30 days and Cadets and Midshipmen of the U.S. Service Academies): Common Access Card, (CAC), *Armed Forces of the United States ID Card* Form 2 National Oceanic and Atmospheric Administration (NOAA) (Green), *Uniformed Services ID and Privilege Card* (Active), or PHS Form 1866-3 (Green), *US Public Health Service ID Card* (Active), and a valid leave authorization or evidence of pass status.

NOTE: Active duty military may travel on a pass but may only remain on the space-available register for the duration of the pass. Dependents may accompany their sponsors. Some services do not require documentation when traveling in a pass status. Service members may travel using their military ID card and verbal word they are on pass.

5.1.2. Retired Uniformed Service Members: DD Form 2 (Blue), *US Armed Forces ID Card* (Retired), DD Form 2 NOAA (Blue), *Uniformed Services ID Card* (Retired), or PHS Form 1866-3 (Blue), *US Public Health Service ID Card* (Retired).

5.1.3. National Guard and Reserve Members: Authorized Reserve Component Members(National Guard and Reserve) of the Ready Reserve and members of the Standby Reserve who are on the Active Status List: Common Access Card (CAC), *Armed Forces of the United States ID Card* and DD Form 1853, Authentication of Reserve Status for Travel Eligibility.

5.1.4. Retired Reservists Entitled to Retired Pay at Age 60, but are younger than age 60 (Gray area): DD Form 2 (Red) and a notice of retirement eligibility as described in DoD Directive 1200.15. If the automated DD Form 2 (Red) has been issued, the member is registered in his or her service personnel system as a Reserve retiree entitled pay at age 60, and a notice of retirement is not required.

5.1.5. Retired Reservists Qualified for Retired Pay: DD Form 2 (Blue), *US Armed Forces ID Card* (Retired), DD Form 2 NOAA (Blue), *Uniformed Services ID Card* (Retired), or PHS Form 1866-3 (Blue), *US Public Health Service ID Card* (Retired).

5.1.6. On Active Duty for 30 Days or Less: CAC *Armed Forces of the United States ID Card* and orders placing the Reservist on active duty and a valid leave authorization or evidence of pass status.

5.1.7. ROTC, Nuclear Power Officer Candidate (NUPOC), and Civil Engineer Corps (CEC) Members: When enrolled in an advanced ROTC, NUPOC, or CEC course or enrolled under the financial assistance program: DD Form 2 (Red) and DD Form 1853.

5.1.8. Family Members of Uniformed Services Members: DD Form 1173, *United States Uniformed Services Identification and Privilege Card*. Dependents 10 years old or older must have an ID Card in order to travel.

5.1.9. EML Travelers: Travel orders issued by the Unified Command. Participants of the EML program may take no more than two trips per year and may not be taken within six months of the beginning or end of the service.

6. Space-Available Registration.

6.1. Space-available registration may be done in person with Passenger Service Section by filling out AMC Form 140, *Space Available Travel Request* or via remote sign-up (telephone, fax, or mail). Sponsors may register their family and show all required travel documents in accordance with DoD 4515.13-R and the DoD Foreign Clearance Guide. Those who do not have travel documents (ID cards, passports, visas, shot records, etc) for others in the travel group may register for travel; however, Passenger Service Section personnel will annotate the missing documents on the back of the AMC Form 140. Additionally, the traveler will be informed that all required documents must be in their possession at the time of selection for movement or the movement will be denied.

6.2. Sponsors registering via remote sign-up must provide the following:

6.2.1. Applicable current service leave.

6.2.2. Completed and signed copy of AMC Form 140.

6.2.2.1. Sponsors should retain the passenger copy of the AMC Form 140 as proof of registration for themselves and their dependents.

6.2.2.2. If AMC Form 140 is not available a signed statement including name(s) (sponsors and all dependents), rank, social security number(s) (sponsor and all dependents), number of seats required, and a list of up to five desired country destinations (the fifth destination may be "ALL").

6.2.2.3. Lack of a passenger's social security number will not preclude remote sign-up. Upon receipt of a request that does not contain a social security number, Passenger Service Section personnel will sign-up the passenger using a pseudo person ID consisting of the prefix RMT and the first four letters of the passenger's last name, first and middle name initials (i.e. RMTDECAJF).

NOTE: When passengers physically present themselves at the passenger service counter and are selected for travel, passenger service personnel will ensure the entry of the actual social security numbers on the passenger manifest.

6.3. Active duty members on pass may utilize remote sign-up by indicating desired destination, name, rank, and inclusive dates of pass.

6.4. Active members of Guard/Reserve Components must provide a current copy of DD Form 1853, *Authentication of Reserve Status for Travel Eligibility*, AMC Form 140 or a

statement that border clearance documents are current and a list of up to five desired destinations.

NOTE: Active members of Guard/Reserve may only register for travel to/from destinations listed in the NOTE under paragraph **4.1.6.4.** above.

6.5. Basis for date/time of sign-up (establishes initial priority within individual categories of eligible space-available travelers). Greenwich Mean Time/date of sign-up will be used.

6.5.1. In person. The date/time individual arrives at the passenger service counter.

6.5.2. Fax. The fax header data will establish date/time of sign-up.

6.5.3. Mail. The date/time received at passenger service counter will establish date/time of sign-up.

7. Space-Available Passenger Roll Call.

7.1. Will be conducted whenever the number of passengers at the scheduled show time exceeds the number of space-available seats.

7.2. Passenger Service Section will:

7.2.1. Provide an introductory briefing to passengers at the beginning of the space-available roll call. At a minimum this briefing will include:

7.2.1.1. Name of person conducting the roll call.

7.2.1.2. Mission number.

7.2.1.3. Destination(s).

7.2.1.4. The requirement to be travel ready.

7.2.1.5. Brief explanation of the roll call process to include categories and date/time sign-up.

7.2.1.6. Brief unique mission criteria as required (e.g. low level training, air refueling, un-pressurized aircraft, hazardous or dangerous cargo when a passenger deviation is required, human remains on board, etc.)

7.2.1.7. Advise when they are changing space-available categories. NOTE: Space-available passengers will not be removed in favor of other space-available passengers. Category I, space-available passengers will be considered for any flight currently being processed even if the space-available roll call has already begun (roll call time passed) regardless of the current category being selected.

7.3. All space-available passengers competing for a seat must be present at the beginning of the roll call. If the category/date/time of a space-available passenger has been passed, that passenger must wait until all other space-available passengers present at the beginning of the roll call have been afforded the opportunity to compete for the open seats. If seats remain, a new roll call beginning with Category I will be conducted.

7.4. If a mission changes destination, the roll call must be started over.

7.5. Passengers must be travel ready at the time of selection. Failure to comply may result in non-selection for the flight.

8. Firearms/Hazardous Materials Declaration.

8.1. During passenger processing, passenger service personnel will ask each passenger the following question; “Do you have any firearms or hazardous materials to declare?” The passengers will also be advised that edged or sharp objects, regardless of length, must be in their checked baggage.

8.2. If a passenger answers “yes” to the question above, the items identified shall be physically inspected by security forces personnel to determine if the item(s) may be legally transported. NOTE: A current list of prohibited items can be found at the Transportation Security Administration website www.tsa.gov.

8.2.1. Passengers will be allowed to bring firearms aboard Space A flights. The firearm must be declared at the base gate, and cleared by SFS personnel. Once at the terminal weapons must be declared. Must be in approved, locked TSA cases and stored in the passengers checked luggage. Ammunition specific to the firearm must also be in the checked baggage, but separate of the firearm’s case, in original or sturdy packaging. (i.e., reloading boxes or containers) Not more than 11 LBS total gross weight of 1.4S small arms ammunition specific to the weapon(s) being transported is allowed in checked baggage,

9. Manifesting Space-Available Passengers.

9.1. Manifest space-available passengers for travel aboard DoD aircraft utilizing automated (CMOS) manifesting procedures. DD Form 2131, *Passenger Manifest* may be used as back-up to CMOS manifest in the event of downed automation.

9.2. Two copies of the original passenger manifest will be provided to the aircraft loadmaster. The loadmaster will keep one for their use/records and give one copy to the destination passenger terminal.

9.3. One copy of the original manifest will be provided to Airfield Management. Airfield Management will file this copy with the flight plan.

9.4. The original passenger manifest will be filed with Traffic Management Office, In accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force records disposition schedule.

TODD J. MCCUBBIN, Colonel, USAFR
Commander, 934th Airlift Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Department of Defense (DoD) 4515.13-R, *Air Transportation Eligibility, Change 3*, 9 Apr 98
AFI 24-101, *Passenger Movement*, 19 Oct 12
AMCI 24-101, Volume 14, *Military Airlift Passenger Service*, 14 Aug 12
AFPD 24-1, *Personnel Movement*, 9 Aug 12
AFM 33-363, *Management of Records*, 1 Mar 08

Adopted Forms

DD Form 2131, *Passenger Manifest*
DD Form 2 NOAA (Green), *Uniformed Services ID and Privilege Card (Active)*
PHS Form 1866-3 (Green), *US Public Health Services ID Card (Active)*
DD Form 2 (Blue), *US Armed Forces ID Card (Retired)*
DD Form 2 NOAA (Blue), *Uniformed Services ID Card (Retired)*
PHS Form 1866-3 (Blue), *Us Public Health Service ID Card (Retired)*
DD Form 1853, *Authentication of Reserve Status for Travel Eligibility*
DD Form 2 (Red), *Armed Forces of the United States ID Card (Reserve)*
DD Form 1173, *United States Uniformed Services Identification and Privilege Card*
AMC Form 140, *Space Available Travel Request*
AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AMCI—Air Mobility Command Instruction
CAC—Common Access Card
CEC—Civil Engineer Corps
CMOS—Cargo Movement Operations System
CONUS—Continental United States
DoD—Department of Defense
DODDS—Department of Defense Dependents Schools
EML—Environmental Moral Leave

LGRDAP—Logistics Readiness Distribution Air Terminal Passenger Service Section

NAF—Non Appropriated Funds

NOAA—National Oceanic and Atmospheric Administration

NUPOC—Nuclear Power Officer Candidate

OPR—Office of Primary Responsibility

PAX—Passenger(s)

RDS—Records Disposition Schedule

ROTC—Reserve Officer Training Corp

SSN—Social Security Number

TDY—Temporary Duty

TSA—Transportation Security Administration

USO—United Service Organizations